

Professional & Managerial Branch
Solid Waste Management
Refuse Collection and Disposal Supervision Series

RECYCLING MANAGER

06/99 (CDH)

Summary

Under direction, manage and market the City's recycling program.

Typical Duties

Plan and coordinate collection and delivery of a wide variety of recyclable paper, aluminum, plastic and scrap metal. Involves: identifying and assessing considerations such as community usage trends and needs, City recycling capabilities and effectiveness, regional solid waste management plans and regulatory changes, and technological advances in processes and equipment to recommend new or improved goals, priorities and methods for providing services, and furnish analyses for use in formulating related policies; developing, implementing and directing program operations to ensure adherence to local, state, regional and federal mandates which includes establishing and modifying pick-up and drop-off routes, sites and schedules, arranging to provide participants with containers and procedural instructions and deploying and reallocating equipment and employees as necessary to meet current and projected collection volume and product receipt needs; preparing and executing approved contracts for collection; overseeing contractor operation of permanent public hazardous waste disposal site, and periodically auditing hazardous waste disposal projects; overseeing required regulatory record keeping and reporting.

Promote recycling program and act as primary liaison to government agencies, educational institutions, private industry and citizens. Involves: determining marketability of and arranging for sales of recycled products; prospecting for and meeting with potential participants for collection of recyclable material and customers for resulting products; investigating complaints and reporting findings, and researching and providing information in response to inquiries about projected and ongoing services, requirements and procedures from the general public, the business community, government agencies and management; implementing, directing and reviewing community out-reach activities which includes development, approval and distribution or execution of promotional, educational materials, and public service broadcasts and recycling publicity events, conducting presentations to schools and civic associations, and training sessions for approved selected groups of volunteers and part time workers; representing the department's interests when collaborating with other City and regional agencies and organizations to integrate recycling efforts as well as functionally interested engineers and health professionals to ensure conformance with environmental protection requirements.

Administer fiscal matters, including budgets, contracts and grants, pertaining to collection of recyclables and sale of products. Involves: compiling data, forecasting equipment, supply and labor requirements, analyzing costs, and preparing annual unit operating, publicity, program improvement and capital budget requests; monitoring and approving program expenditures, justifying and requesting budget and grant adjustments, assisting with audits as necessary; inventorying, storing and issuing supplies; preparing specifications for recycle contracts for pickup; writing bid specifications for contracts for goods and services to be let by Purchasing; following up on awarded contracts, auditing compliance, accepting and processing payments based on contract; receiving, recording and depositing revenues from special sales such as brass or other recyclable scrap; ascertaining sources for and availability of grants; writing grant proposals which includes calculating estimates of funds needed and detailing intended uses; monitoring activities for compliance with grant and contract terms and conditions and taking corrective actions as necessary

Supervise assigned supervisory and non-supervisory trades, labor and clerical employees. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance and reviewing ratings by subordinates; coaching and arranging for or conducting training and development activities; ensuring compliance with safety regulations, conducting specific safety and hazardous materials handling procedure training; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting for supervisor or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operation, including operation of vehicles on public thoroughfares requiring a Commercial Drivers' License (CDL), if necessary; providing designated support for projects or activities overseen by higher graded non-supervisory department personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments

pertaining to functions of other position for training purposes under general supervision; logging activities, and preparing and submitting recurring or special status reports; ensuring that tools, equipment and work areas are orderly, safe and clean.

Minimum Qualifications:

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration, liberal arts or a related field, plus two (2) years professional experience in solid waste collection or disposal, or related public awareness program administration, including one (1) year in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: recyclable materials and allied processing technology. Considerable knowledge of: solid waste collection and disposal program coordination and evaluation, cost accounting; and work scheduling practices. Good knowledge of: hazards and safety precautions, and federal, state and municipal laws and regulations related to recycling. Some knowledge of marketing or public relations methods; supervisory techniques; personnel administration procedures.

Ability to: develop and interpret unit policies and procedures; prepare, evaluate and modify complex collection routes and work schedules based on customer needs and regulatory constraints; analyze operational costs and devise improvements; maintain effective working relationships with fellow employees, governmental agencies, City officials, the media, community groups, non-profit organizations, private industry, and the general public; plan, organize and execute complex operational functions and public awareness programs in conjunction with other organizations; communicate clearly, concisely and persuasively both orally and in writing to prepare and deliver technically involved management reports and public presentations.

Skill in safe operation and care of: personal computer or network workstation, and generic business productivity and specialized solid waste management software comparable to that currently installed; motor vehicle.

Physical Effort & Work Environment: Occasional: lifting or moving moderately heavy objects, averaging up to fifty (50) pounds; driving through city traffic.

Licenses and Certificates: Possess: Municipal Solid Waste Management Technician Certificate (Level 'A') by time of application; Texas Class "C" Driver's License or an equivalent license issued by another state by time of appointment.

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays, and extended hours as required.

Director of Personnel

Department Head